# Cisco 8845 Quick Start Phone Guide

- Incoming call (flashes red)
  Voicemail Indicator (lit red)
- Phone Screen (not a touch screen)
- Camera
- Features and Session
  - Green, steady: Active call Green, flashing: Held call
  - Amber, steady: Private line in use
  - Amber, flashing: Incoming call Red, steady: Remote line in use
    - Red, flashing: Remote line on hold
- Soft Keys
- 6 Navigation Pad
- Release
- 8 Hold

### **Answer a Call**

- 1. The handset will be **flashing red** for an incoming call
- 2. Pick up your preferred device for the call i.e. handset, headset or press the speakerphone button

#### Make a Call

# On Campus

- 1. Pick up the handset
- 2. Dial the 4 digit number

## Off Campus (Local)

- 1. Dial 8 (for all outside calls)
- 2. Dial the 7 digit phone number

## Off Campus (Long Distance)

- 1. Dial 8 (for all outside calls)
- 2. Dial 1 and the 10 digit phone number



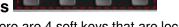
# **Adjust Volume Control**

1. While **on** a call press **Volume**to adjust the active device i.e. handset, headset, speakerphone

# **Adjust Ringtone Volume**

1. While **not** on a call press **Volume**to adjust the ring volume

# Soft Keys



- > There are 4 soft keys that are located under the screen
- The options shown in the soft keys will change based on the menu item currently active on your phone. Default soft keys on a phone not in use are Redial, New Call, Forward all, etc.

- Oonference
- 10 Transfer
- Speakerphone
- 12 Mute
- 13 Headset
- 14 Keypad
- 15 Volume
- 16 Directory
- Applications
- 18 Visual Voicemail
- 19 Back
- Press the button **below** the soft key menu option you want to select
- If there are additional soft key options on the next screen you will see two dots on the right soft key > press the right soft key to see more soft key options

#### **Visual Voicemail**

- Visual voicemail can be used to play voicemail from your phone screen
  - 1. With the phone on hook press
  - 2. See the <u>Voicemail Quick Start Guide</u> for instructions on how to use visual voicemail.

## **Navigation Pad**

# Navigation

 Use the buttons around the outer circle to move up, down, left and right through menus, to highlight items, and move within a text input field

#### Select

1. Press the center of the navigation pad to **select** an option

### Back

1. Press Back to get to a previous option

# Make a Call with the Speakerphone

1. Press Speakerphone

2. Dial the number you would like to call

## Make a Call with a Headset

1. Pick up the **Headset** 

2. The headset should be lit green

3. Dial the number you would like to call

## Put a Call on Hold

1. Press Hold

2. To bring the caller back press Hold again

## Conference Another Person into a Call

1. While on a call press Conference



2. Dial the number you would like to conference into the call > the original caller is not part of this call yet (they are on hold)

3. Press Conference again to connect all callers

#### **Transfer Call to Another Person**

1. While on the line press **Transfer** 



2. Dial the number you would like to transfer the caller to

3. Press **Transfer** again

# **Stop Your Video**

- 1. Turn the camera shutter located at the front of the camera lens counterclockwise
- 2. Turn the camera shutter clockwise to restart your video

#### View Recent Calls

1. Press Applications

2. Use the navigation pad to highlight Recent

- Press on the center of the navigation pad to select Recents
- 4. Use the navigation pad to move up and down through the list of recent calls

# **Mute Your Microphone**

1. Press **Mute** it will be lit red

2. Press Mute again to turn mute off

## **Change the Ringtone**

1. Press Applications

2. Use the navigation pad to move to Settings > Ringtone

3. Select a line using the navigation pad

Use the soft key to Play a sample of the ringtone

5. Press the soft key Set when you want to choose a selected ringtone

## **Adjust Screen Brightness**

1. Press Applications

- 2. Select Settings > Brightness
- 3. Use the left side of the navigation pad to decrease brightness or the right side of the navigation pad to increase brightness

4. Press the soft key to Save

#### **Forward All Calls**

#### To Another Number

- 1. Press the soft key for Forward all
- 2. Dial the number you would like to forward to
- 3. You will see Forward X with the number you have forwarded to shown in the top left corner of the phone
- 4. To receive calls again press Forward off

#### To Voicemail

- 1. Press the soft key for Forward all
- 2. Press Voicemail

## **Change the Font Size**

1. Press Applications

2. Select Settings > Font Size

- 3. Use the navigation pad to select your preferred option from the list
- 4. Press Set

### Release

1. Press **Release** to hang up a call

# **Directory**

1. Press Directory



2. Use the navigation pad to choose Personal or Corporate

# Corporate

1. Press **Search** to view a full Corporate Directory

# **Speed Dial**

- Speed dial numbers are set using the portal
- 1. Go to https://cucm1.voip.uwosh.edu/ucmuser/
- 2. Login with your NetID username and password